Leave of Absence Action- Active or Inactive   PA40

Purpose	Use this procedure to put an employee on a leave of absence for a significant period of time.
Trigger	Perform this procedure when leave has been requested and approved.
Prerequisites	An employee must exist in HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role: **Personnel Administrator Processor, Personnel Administrator Inquirer, Personnel Administrator Supervisor**
Menu Path	• Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions
Transaction Code	PA40

Change History	Change Description
12/3/2012	Procedure updated to match current system. Screen shot of selection screen updated. Updated terminology.
12/31/2012	Updated helpful hints.

Helpful Hints

- **Leave of Absence- Inactive (U9)**: This action type is processed when an employee takes leave of absence for a significant period of time and will not receive compensation or use leave during the absence. The Office of the State HR Director recommends agencies only use this action type for absences in excess of 15 days, or for circumstances that require additional tracking outside the leave system. **Do not** use this action if the employee plans to submit at least 8 hours of leave per month to maintain insurance benefits.

- **Leave of Absence – Active (U8):** This action type is processed when an employee takes a leave of absence for a significant period of time. The Active status indicates the system will still allow the employee to receive compensation and/or use a combination of leave and leave without pay. The Office of State HR Director recommends agencies only use this action type for absences in excess of 15 days, or for circumstances that require additional tracking outside the leave system.

- Deductions, Membership Fees, and certain benefits may need to be delimited while the employee is on leave.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

Scenario:

An employee is going on a leave of absence- Active.

1. Start the transaction using the above menu path or transaction code **PA40**

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:** 40000235

From	R	The effective date of the action.
		Example: 6/16/2012

1.   Click ✅ (Enter) to validate the information.

2.   Click the gray box to the left of the type of leave.

ⓘ   If an employee is going on an extended leave of absence, will not be working any hours, will not receive any compensation, and does not want to retain benefits while on leave without pay, select:
Leave of Absence - Inactive .

ⓘ   If an employee is going an extended leave of absence, may work sporadically during the leave time, may receive compensation, or wants to retain benefits during the leave of absence using a combination of leave and leave without pay, select: Leave of Absence - Active

3. Click ⊕ (Execute).

3. In the Personnel action section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	**R/O/C**	**Description**
Reason for Action	R	It stores the reason that an action has been performed For guidance for reason codes, refer to: http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx Click on the (Matchcode) to open the selection options

		Reason for Action (1) 42 Entries four Restrictions Action Type: U8 Name of action type: Leave of Absenc **Ac...** | **Name of reason for action** 00 | ZDNU - Marine Inactive/Layoff 01 | ZDNU - Administrative 02 | Assault 03 | FMLA 04 | Home Assignment 05 | Military 06 | School Closure 07 | ZDNU - Shared Leave 08 | Parental 09 | Disability Pay 50% (WSP) 10 | ZDNU - Collective Bargaining 11 | Educational 12 | ZDNU - LWOP FMLA 13 | ZDNU - LWOP Gov's Exch Prog 14 | Government Service 15 | Worker's Compensation 16 | LWOP 17 | ZDNU - LWOP Legislative 18 | Medical **Example:** 11- Educational

4. Click ![Enter icon] (Enter) to validate the information.

5. Click ![Save icon] (Save) to save the entry.

6. Verify the information, If necessary, make any changes that are needed on the *Organizational Assignment (0001).*

7. Click (Enter) to validate the information.

8. Click (Save) to save the entries.
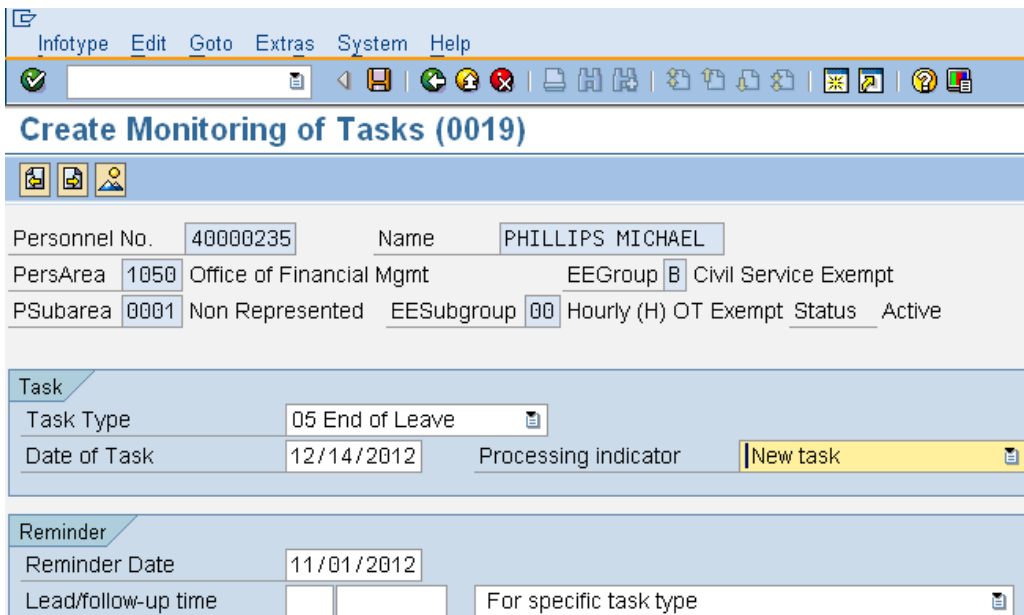
9. Complete the following fields:

R=Required Entry	O=Optional Entry	C=Conditional Entry
Field Name	R/O/C	Description
Task Type	R	The type of task to be monitored. **Example:** 05 -End of Leave
Date of Task	R	The date when the task will occur. **Example:** 12/14/2012
Reminder Date	O	This is the date on which the system will remind a user (via report)that a specific period is expiring or a record needs to be updated. Example: 11/1/2012
Lead/Follow-up time	O	This is the amount of time to be notified in advanced or after the event has occurred. This option will populate the Reminder Date Field when your entries have been validated. Example: 1 Week

10. Click (Enter) to validate the information.

11. Click (Save) to save

12. You will be taken back to the *Personnel Actions Screen*.

Results
You have placed an employee on an extended Leave of Absence- Active.